

March 16, 2009

Job Posting

Certified Position: Local Director of Special Services for the Tippecanoe Valley School Corporation
(Participating within the North Central Indiana Special Education Cooperative)

Buildings Served: Akron Elementary School
Mentone Elementary School
Tippecanoe Valley Middle School
Tippecanoe Valley High School
Burket Educational Center (location of office)

School Year: 2009-2010 (220 days)

Qualifications: Indiana License as Director of Special Education (or willingness to earn)
Competent in all facets of special education
Possess knowledge in all statutes and regulations affecting staff hiring, evaluation, and termination
Cognizant of federal statutes, school law, and state regulations affecting instructional and extra-curricular programs
Expertise in evaluating and revising instructional programs and teaching methodologies
Skilled in communication, collaboration, and the use of participatory leadership and group dynamics

Responsibilities: Establishes, supervises, and evaluates all services for students with disabilities, preschool through high school.
Establishes and supervises procedures for student evaluation, placement/services, and assessment of achievement for students with disabilities.
Compiles, maintains, and files all reports, records, and other documents legally required or necessary for administering special services.
Assists with the recruitment, assignment, and retention of specialized instructional and support staff.
Makes budget recommendations and provides expenditure controls on established spending plans for special education, in consultation with the assistant superintendent and/or superintendent.
Assists with the adoption of policy, local procedures and program direction, ensuring the needs of exceptional learners are met.
Maintains a positive public relations image and acts as a liaison with the community.

Salary: Annual Salary Based on Qualifications and Experience

Contacts:	Brett R. Boggs, Superintendent Tippecanoe Valley School Corporation 8343 South State Road 19 Akron, IN 46910 (574) 353-7741, ext. 1006 (574) 893-4072 (home) boggsb@tvsc.k12.in.us	Tamra Ummel, Director North Central Indiana Special Education Cooperative #1 Administration Drive Warsaw, IN 46580 (574) 371-5098, ext. 2466 (574) 527-6599 (cell) tummel@warsaw.k12.in.us
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Application Deadline: Applications accepted through Friday, April 10, 2009.